

Igloo Products Corp.

P.O. Box 19322 (77224-9322)

777 Igloo Road

Katy, TX 77494

Supplier Questionnaire:

Form number IPSQA-FORM-SUPPLIER QUESTIONNAIRE-0021

Date _____

Company Name _____
Div./Subsidiary of _____
Address _____
Telephone _____
FAX _____
Supplier Web site _____
Primary Business _____
Primary Product(s) _____

	Name	Phone	E-mail
President/General Manager	_____	_____	_____
Shipping Manager	_____	_____	_____
Customer Service Manager	_____	_____	_____
Quality Assurance Manager	_____	_____	_____
Sales Manager	_____	_____	_____
Chief Financial Officer	_____	_____	_____
Production Manager	_____	_____	_____
Technical/Engineering Manager	_____	_____	_____
Materials/Purchasing Manager	_____	_____	_____

I. Business Overview:

1. Sole Proprietor, Partnership, Corporation, Other, please describe?
2. Ownership of Company over past 5 years?
3. Resident country of ownership?
4. Annual sales over the past two years?

- a. Last year _____
- b. Prior year _____

5. This year's projected sales increase over last year?

List top five customers, percentage of business and certification status with customer:

	Customer Name	% of Business	Certified	
			Yes	No
1				
2				
3				
4				
5				

Does the supplier manufacture products sold under their own label? Please list:

II. Manufacturing Overview:

1. Is the supplier approved by any regulatory agencies? (ISO, etc.) Please list:

2. What additional in-house capabilities are available at the supplier (design, prototype, assembly, process development, etc.).

3. Is Pro-E the primary software tool used for CAD and modeling at your factories?

4. Are there dedicated, in-house design support resources at your facility(s)? Please explain.

5. What are the most common fabrics used in the products made in your CTS factory(s)? List the materials and their % usage.
6. From which countries are your materials sourced? Which countries? Please be specific.
7. What strategies are used to drive cost improvements for raw materials? (Optimized lot quantities, standardized hardware, alternative suppliers, etc).
8. What is the typical time required to produce a new product (days from concept to delivery)?
9. What is the average turn-around time on sample shipments?
10. What type manufacturing processes are utilized? (Job Shop, Batch Flow, Continuous Flow, Just-In-Time, etc.)
11. Method of product inspection?
12. Percentage of lot sampling?

III. Facilities Overview:

1. Facilities owned or leased?
2. Age & Condition?
3. Total Square Footage?
4. Production Square Footage?
5. Percent of facilities currently utilized?
6. Location of other manufacturing facilities?
7. Are there plans for expansion?
8. Is equipment owned or leased?
 - a. Owned (%) _____
 - b. Leased (%) _____
9. When is the peak production season for your facility?

10. Capacity utilization during peak season?

11. When is the slow production season for your facility?

12. Capacity utilization during slow season?

IV. Labor & Staffing Overview:

- | | | |
|---------|--------------------------|-------|
| 1. | Staffing | |
| | Manufacturing Management | _____ |
| | Direct Labor | _____ |
| | Permanent | _____ |
| | Temporary | _____ |
| Quality | Engineering | _____ |
| | Material/Procurement | _____ |
| | Total Employees | _____ |
2. Are local labor laws adhered to and respected at all production facilities?
3. Dates of most recent three labor audits and names of firms who conducted audits.
4. Findings and violations, if any.

Please attach to this report: Detailed List of:

- Organizational Chart
- Manufacturing Equipment
- Test Equipment
- Quality Manual